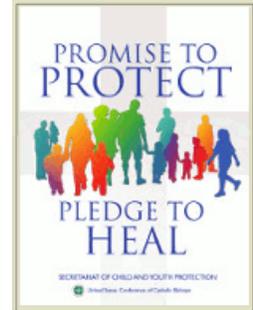# Safe Environment
Questions and Answers

BACKGROUND SCREENING

Who receives the background screening this year?
> New employees and volunteers having on-going, unsupervised contact with minors, or those who attend an over-night event with minors; and employees and volunteers whose three years are up since their last background check receive background screenings this year.

What is the name of the background screening company and who is our contact?
> JSR Vetting Services, LLC
> James G. Sprader
> 3900 N. Causeway Blvd. Ste. 1200
> Metairie, LA 70002
> P: 504-831-1458
> F: 504-831-1157
> www.rmsnola.com

Who pays fo the background screening?
> Some parishes and schools are paying for the screening and others are asking the volunteers to pay for their own ($14 every three years). The parish/school/organization pays for employees.
>
> *Note: $15.65 covers the cost every three years for background screening and to carry a person on Austin Computing data base.

How often do we submit background screenings?
> Every three years for employees and volunteers having on-going, unsupervised contact with minors, and those attending an over-night event.

Do the scouts have to complete the background screening for the Archdiocese of New Orleans?
> Yes, all leaders, assistant leaders, other adults having on-going, unsupervised contact with scouts, and adults attending over-night events complete the background screening for the Archdiocese. If a parent attends meetings, but sits in the back of the room and does not interact with youth, they do not have to be screened. Remember that no adult can asked to be alone with any child or group of children unless they have completed the background screening.

What are we checking in the background screening?
> Sex Offender Registry, Social Security Number Verification, Parish Courthouse, National Criminal File Search.
>
> Catholic Charities completes a Motor Vehicle Check on some employees and volunteers.
>
> We will never do a credit check or an employment history check.

What happens if someone does not want to give tier SSN or authorization for a background screening?
> If they do not give us the authorization or the SSN, they cannot work with minors as either an employee or a volunteer of the Archdiocese of New Orleans.

Are clergy required to have background screenings?
>Yes, they are screened every three years.

SAFE ENVIRONMENT TRAINING

What is the name of the training company we us for Safe Environment?
>We are using the training materials from [Praesidium, Inc](.).

Who has to receive the adult Safe Environment training?
>Any adult, volunteer or employee, having on-going, unsupervised contact with minors, or attending an over-night event with minors must receive Safe Environment training.

Who provides the training?
>The Safe Environment Office schedules the trainings at the parishes and schools. If you would like to schedule training for your site, please send an e-mail to srmwheelahan@arch-no.org or call Sr. Mary Ellen, (504)861-6278.

How long does the training last?
>The training lasts approximately an hour and a half.

How often do you have to receive the training?
>Volunteers and Employees receive the training every three years.

Where can I find a list of training sites and times?
>The schedule is on the Archdiocese of New Orleans website, click on the box that says, Promise to Protect, Pledge to Heal. http://www.arch-no.org/safe_environment

>If you are already on the Austin Computing Data base for your site, you can also pre-register on Austin Computing. https://www.eappsdb.com/no

>Any cancellations or changes in the schedule will be updated on these two places prior to the scheduled training.

What lessons do we use for the children and youth?

Pre K	Archdiocese of New Orleans material http://www.arch-no.org/safe_environment/PreK2SafeEnvironment.pdf	
K-5th Grades	Praesidium materials can be found on the Safe Environment webpage http://www.arch-no.org/safe_environment/PraesidiumTrainingGradesK5.pdf	
6th Grade	Archdiocese of New Orleans material http://www.arch-no.org/safe_environment/ANOGrade6.pdf	
7th–12th	Grades Praesidium materials can be found on the Safe Environment webpage http://www.archno.org/safe_environment/PraesidiumTrainingGrades712.pdf	

Additional Resources can be found on the Safe Environment webpage.
> Faith and Safety - Technology Safety Through the Eyes of Faith
> Anti-Trafficking Program
> Stop Bullying.gov

AUSTIN COMPUTING SOLUTIONS

Who completes the application on Austin Computing Solutions?
> All employees and volunteers 18 years of age and older having on-going, unsupervised contact with minors and those accompanying minors on any over-night event must complete the information on Austin Computing Solutions, https://www.eappsdb.com/no.

How does a parish or school work on Austin Computing Solutions?
> Log on to https://www.eappsdb.com/no as administrator. You can contact Sr. Mary Ellen Wheelahan for log in information if you need assistance.

How can Austin Computing Solutions help you at the parish/school level?
> This program will allow our employee and volunteer information to be shared within the Archdiocesan system. We will be able to check for completion of Safe Environment requirements and the application process for persons who are involved at more than one site within the Archdiocese. When someone moves to a new parish/school, the new site can gain access to the compliance information on Austin Computing Solutions.

Who is responsible for the required fee for Austin Computing Solutions?
> The charge is $0.75 for the first year you enter information for an employee or volunteer on Austin Computing Solutions and then $0.45 for each year thereafter.
>
> When someone leaves your site, it is important to Archive the applicant so you do not have to continue to pay for carrying them.

Where do I find the Parish/School Administrator Report Forms?
> These forms, which are due each year, are found on Austin Computing Solutions. They are under Reports Menu, New Orleans Adm Report.

Who do I contact for any questions regarding Safe Environment?
> Please feel free to contact Sr. Mary Ellen Wheelahan, O.Carm. at any time, (504)861-6278 or srmwheelahan@arch-no.org.